

SHELTON STATE COMMUNITY COLLEGE

MEMORANDUM

TO: Tom Umphrey
Arthur Howington
Hugh Kynard

FROM: Debbie Grimes *Grimes*
Director of Library Services

RE: Library Annual Report 1985-1986

DATE: January 8, 1987

Attached you will find a copy of the Library's annual report for 1985-86.
I hope you'll find this "historical" look at last year's activities helpful.
Please let me know if you would like further explanation of information presented.

cc: Library Faculty and Staff
Don Seales (Chairperson, Technical College Library Committee)
Bethany Engle (Chairperson, Junior College Library Committee)

SHELTON STATE COMMUNITY COLLEGE

LIBRARY ANNUAL REPORT 1985-1986

This report summarizes the activities and progress of the Library and states its goals for 1986-87.

GOALS 1985-86

1. The goal to develop long-range plans for automating library services was accomplished. An outline for automation was developed and approved by the Junior College Library Committee. This plan is on file in the Director's office.

2. The second goal was to upgrade and increase video production, including completion of at least one video production at each college division. A more sophisticated video camera, recorder, and sound mixer were purchased and two staff members attended a Sony training program in November 1985. The videotaped entitled The College Library was completed in October 1985; several simple public service announcements were produced along with tapings of campus activities. A videotape entitled Student Success was produced for the Junior College and used at the April 1986 AJCCA Convention. Another videotape on Technical Division programs was produced for use at the West Alabama State Fair in August 1986.

3. During the summer of 1986, the third goal was accomplished. A central library facility was established at the Technical Division in remodeled and refurbished facilities vacated by the Electronics Shop. A number of renovations and improvements were made so that the facility now includes a central library room, restrooms, library office and storage area, AV/periodicals room, and classroom. The classroom is used both for AV viewing and classes and is scheduled by the Library Secretary. The LPN collection of books and periodicals was moved to the new library.

The new facility is staffed by the Library Secretary and work study assistants from both college divisions, when possible. Tables, chairs, desks, study carrels, a card catalog, lounge furniture, library posters, shelving and other library items were purchased for or re-located to the new library. Librarians plan to be available on the Technical Division campus as much as possible.

A student information sheet was prepared and distributed in September 1986 and Technical Division faculty were regularly notified of changes and available resources.

4. The goal to weed and develop the literary criticism collection at the Junior College was addressed through regular purchases and analysis of literature assignments in English 101 and 102 classes. The latter was accomplished in the Spring of 1986 by Armandina Arrona, a graduate intern from the University of Alabama's Graduate School of Library Services. A copy of this analysis is on file in the Director's office. In addition, Mrs. Arrona was involved in teaching library skills classes as well as reference and circulation work.

5. The goal to develop a formal policy and practice for off-air videorecording was accomplished. The policy was developed by the Library Faculty and approved by the Junior College Library Committee. It is included in the 1986 revision of the Library Policy Manual.

6. The goal to initiate membership in SOLINET was accomplished through application and profile preparation in Winter and Spring 1985-86. Full membership was granted December 6, 1985. The M300 Workstation was installed in August and a SOLINET trainer provided instruction for all staff September 15 and 16. Shelton State's profile was written to include both college divisions and six holding libraries:

OCLC Holding Library Symbol	Catalog
MVUA	Jr. College/Main Public Catalog
MVUR	Jr. College/Reference Catalog
MVUV	Jr. College/AV Catalog
MVUT	Tech. College/Main Public Catalog
MVUU	Tech. College/Reference Catalog
MVUX	Tech. College/AV Catalog

7. The goal to continue to develop library instruction and reference bibliographies in courses other than English or literature was accomplished through continued refinement of library instruction in all areas.

8. The final goal of 1985-86, to prepare the library collection and records for conversion to machine readable form, was postponed because of the delay to August and September of SOLINET installation and training.

LIBRARY HOLDINGS

The charts below summarize library acquisitions and total holdings for 1985-86.

I. Number Processed (Total--Both Divisions*)

Holdings	1978-79	1979-80	1980-81	1981-82*	1982-83*	1983-84*	1984-85*	1985-86*
Books	2824	4344	4704	3649	3405	5038	2014	1334
AV	141	123	183	206	995	570	363	326

II. Number Processed by Division, 1985-86

Holdings	Junior College	Technical College
Books	982	352 + Nursing
AV	47	279

III. Total Number of Classified Holdings (Both Divisions*)

Holdings	1978-79	1979-80	1980-82	1981-82*	1982-83*	1983-84*	1984-85*	1985-86*
Books	8,555	12,898	16,583	20,232	23,834	27,184	30,581	31,915
AV	822	945	1,128	1,388	2,388	2,958	3,321	3,485
Per.Subs.	230	242	262	311	340	354	347	354

IV. PerCent Increase in Holdings During 1985-86 (over previous year's purchases)

Holdings	Increase
Books	4%
AV	-10%
Periodical Subscriptions	2%

V. Number of Holdings by Division, 1985-86

Holdings	Junior College	Technical College
Books	29,952	1,963 + Nursing
AV	1,538	1,947
Periodical Subs.	294	60

VI. Total Book Holdings as of 9/30/86

Division	No. Processed Holdings
Junior College	29,952
Technical College	1,963
Total	31,915

The statistics included in the charts provided above reflect the method of tabulation currently used by the Library. At the Technical college, only books now housed in the new Library are classified (i.e., cataloged) according to the Library of Congress system. The remainder of books at the Technical College have been processed and assigned to specific shops but are not classified according to LC.

The following chart represents the number of volumes held in specific subject areas.

VII. Classified Book Holdings by Subject Fields (Both Divisions)

Subject Fields	9/30/85	9/30/86	Increase	Total Collection
Reference	3984	4165	5%	14%
General Works (A,Z)	226	227	1%	1%
Anthro., History (C-G)	5150	5310	3%	18%
Education (L)	947	964	2%	3%
Fine Arts (M,N)	1319	1360	3%	5%
Language, Literature (P)	6755	7003	4%	23%
Military Science (U-V)	136	141	4%	1%
Philosophy, Religion (B)	1587	1618	2%	5%
Political Sci., Law (J-K)	1091	1138	4%	4%
Science, Medicine (Q-S)	3185	3286	3%	11%
Social Sciences (H)	3829	3958	3%	13%
Technology (T)	761	782	3%	3%
TOTAL	28,970	29,952	3%	100%

BUDGET

The 1985-86 budget is presented below, exclusive of salaries, travel, postage, service contracts, and equipment rental, which are not administered by the Library. This budget covers expenditures for both divisions of the college.

The college administration initiated a spending freeze during the summer of 1986, which accounts for the large balance that remained in the Library budget at the end of 1985-86.

Expenditures for materials or services used solely by the Technical Division totaled \$28,372.56 (exclusive of administrative costs). In addition, furniture and equipment was moved from the Junior College Library and LRC to furnish the new Technical Division Library.

In addition to the regular budget, an additional \$13,759.00 was allocated for OCLC/SOLINET costs. A total of \$6578.50 of this amount was spent.

LIBRARY BUDGET 1985-86

Acct. No.	Acct. Name	Bud. Amt.	Enc. Amt.	Balance
606	Maint./Repairs	\$1500.00	\$2096.51	-\$ 596.51
614	Film Rental	1000.00	881.55	118.45
616	Insurance	313.00	0.00	313.00
618	Memberships	200.00	165.00	35.00
619	Binding	750.00	311.05	438.95
620	Periodicals	23,500.00	22,873.53	626.47
639	Other Contr. Services	1428.00	685.00	743.00
641	Materials/Supplies	11,000.00	9,931.30	1068.70
701	Books	25,000.00	24,401.41	598.59
	Books--Lib. Enhance.	10,000.00	9,912.09	87.91
702	Audiovisuals	21,200.00	14,634.62	6,565.38
	Audiovisuals--Lib.Enh.	1,795.00	1,682.00	113.50
720	Furniture/Equipment	23,800.00	21,768.51	2,031.49
	Furn./Equip.--Lib. Enh.	6,726.00	6,817.60	-91.60
	TOTAL	\$ 128,212.00	\$ 116,160.17	\$ 12,052.33

CIRCULATION

Because instructors are responsible for circulation of library materials housed in shops at the Technical College, the Library has not maintained circulation statistics for that division of the college. Beginning with the Fall 1986 quarter, however, circulation statistics will be maintained in the new Technical Division Library.

Junior College circulation increased by 6% during 1985-86; periodical circulation increased by 10%; and AV circulation decreased by 13% (new tabulation methods were begun that eliminated counting some equipment usage from statistics).

Based on an average student enrollment of 2011/quarter, per capita book circulation for 1985-86 was 4.43. Circulation statistics, however, reflect use by any student or faculty, regardless of division, as well as by community patrons.

The turnover rate (total # vols./total circulation) is 3.36, indicating that Junior College Library books were used an average of 3.36 times each during 1985-86.

The total circulation for the Best Sellers special collection for 1985-86 was 806, with a monthly average of 67 (which roughly indicates a 67% turnover rate of the base collection of 100 books).

A summary of circulation statistics is presented on the following tables.

VIII. Junior College Division Circulation Statistics

Medium	1978/79 Total	1979/80 Total	1980/81 Total	1981/82 Total	1982/83 Total	1983/84 Total	1984/85 Total	1985/86 Total
Books	4891	5846	7584	8217	9762	8294	8438	8918
Periods.	775	864	1699	1375	1323	901	704	773
AV	3039	2316	3588	4862	3802	4398	3969	3443

IX. Average Monthly Circulation /Junior College Division Library

Medium	1978/79	1979/80	1980/81	1981/82	1982/83	1983/84	1984/85	1985/86
Books	408	487	632	685	813	691	703	743
Periods.	65	72	142	115	110	75	59	64
AV	253	193	326	405	317	367	331	287

LIBRARY SERVICES

The art exhibition schedule was continued during 1985-86. Members of the community and area high school students visited the exhibits throughout the year; the Ansel Adams exhibit was particularly popular. An opening reception was held for the Shelton State Art Teachers' Invitational Exhibition in November. The art exhibition schedule for 1986-87 was developed and a calendar was printed and distributed to addresses on the arts mailing list in September.

Discarded books and periodicals were given to the Tuscaloosa Public Library on a regular basis. Materials that do not fall within selection parameters are routinely donated to the public library's used book sale.

A coin-operated copier was installed in the Junior College Division Library for student use.

In an effort to reduce noise, a majority of the Junior College Library and library offices were carpeted with carpet tiles in December 1985. In other efforts to improve the appearance of the Library, lounge furniture was re-upholstered and wooden tables and chairs were purchased.

A lighted, floor model globe was donated to the Junior College Library by English instructors, Jim and Joyce Jolly.

Annual "housekeeping" in the periodicals section eliminated duplicate and unnecessary loose periodicals. Volume numbers were added to all periodicals holdings records (microfilm drawer labels and the Magazine List). The Magazine List was revised and current periodicals were shifted and re-labeled.

A major project during 1985-86 was trial of a new method of circulation. Each day, circulation records were entered onto a computer disk via Quick File to be arranged and accessed by a variety of points. This file is now used to compile overdue lists.

Librarian Don Bell spent considerable time and effort pursuing overdue books and getting circulation files up to date. Letters were sent and phone calls were made in an effort to retrieve 500 books that had been overdue for two years or more. In addition, a "Return Your Books" promotion was launched to encourage students and faculty to return overdue books.

As of September 3, 1986, a total of 587 titles were two weeks or more overdue (less than 2% of the total collection but valued at approximately \$11,740.00). 44% of the overdue books (257 titles) were checked out prior to 1985; the remaining 56% (330 titles) were checked out in 1986.

Of the books due since 1985, 46% (151 titles) have been overdue since Winter and Spring Quarters, while 54% (179 titles) were overdue following the summer quarter.

This study indicates that approximately 5% of the books that are checked out are not returned.

In addition to providing specific information on the number of overdue books, this activity resulted in a change in circulation procedures to required telephone numbers as well as names on check-out cards.

Library instruction continued as established with use of the library guide and practical exercises. The Library Faculty met with the English Department in May to review the program and to discuss the possibility of pre- and post-testing library skills. As a result, a post-test for ENG 101 students was developed for use in the Fall 1986 Quarter.

NATIONAL LIBRARY WEEK

National Library Week was celebrated with special ALA posters and displays. Library Week t-shirts, with the ALA logo "The Library--Awesome," were worn by library personnel and book marks were given to faculty and students.

ADMINISTRATIVE ACTIVITIES

In addition to developing long-range automation plans, a long-range collection development plan for the Junior College Library was completed and approved by the Library Committee. Tentative long-range plans in other areas were developed in anticipation of college-wide planning activities. All are on file in the Director's office.

Staff meetings were held in October 1985 and July 1986. One full-time staff position was dropped (Library Circulation Clerk) and two staff members "swapped" positions. Part-time employees were hired to fill specific vacancies during maternity leave and to solve other temporary staff problems.

No Library Committee was appointed at the Technical Division. At the Junior College, the Library Committee met to review the off-air videotaping policy and to review library evaluation procedures.

The Library Faculty and Staff were involved in a number of professional development activities in 1985-86. Two people attended a two-day video production workshop sponsored by Sony in November. The Director attended the ALA Annual Conference in New York and a Pre-Conference entitled "Automating Library Systems: Broadening Access to Services and Collections," completed a correspondence project on evaluation sponsored by ALA and the University of Wisconsin/Madison School of Library and Information Studies, and attended Alabama Council of Two-Year College Library/Learning Resources Directors' meetings. Library faculty and staff also participated in statewide professional development activities organized by the Chancellor's office.

The Library Policy Manual was updated, revised, and approved by both deans and the Executive Vice-President of the college.

EVALUATION

In May, the annual evaluation of Junior College Library Services was conducted. Computer score sheets and calculation services were used.

98 students and 30 faculty members participated in the evaluation. No real problems were indicated. Significantly higher ratings were given on the general appearance of the Library. Full reports of this evaluation were distributed in May and copies are on file in the Director's office.

GOALS FOR 1986-1987

The following goals have been established for 1986-87:

1. To further develop detailed long-range plans for library and AV services and facilities at both divisions of the college;
2. To investigate new directions in which library services and activities may be extended;
3. To identify and define auxiliary library services;
4. To follow the Junior College Library Collection Development Plan by increasing the literary criticism collection by 10% (600-700 titles);
5. To re-assess Technical College Library holdings and delineate a collection development plan;
6. To further investigate library automation possibilities--especially for circulation, public catalog, and retrospective conversion--acquiring administrative and budgetary commitment to the long-range plan.